



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

William P. Wood, California Corporations Commissioner

Sunne Wright McPeak, Agency Secretary

Release Date: March 24, 2005

CLASSIFICATION: **CORPORATIONS COUNSEL**
1 position – Permanent/Full-Time – Sacramento

FINAL FILING DATE: **UNTIL FILLED**

SALARY: \$3834 - \$7386 per month

POSITION LOCATION: Office of Law & Legislation, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the direction of the Deputy Commissioner of the Office of Law & Legislation (OLL), the incumbent performs sensitive and complex legal assignments concerning the laws and programs administered by the Department. Counsel in OLL are expected to be experts on all laws and programs administered by the Department. Counsel are further expected to understand complex state and federal financial laws that impact the Department's laws and programs including securities, lending, banking and other financial services laws. Issues handled by the OLL require a high level of interpretive and analytical skills and demand that the counsel exercise a high level of discretion and sound judgment. This position will also focus on implementation of financial privacy protections added by Senate Bill 1 (Chapter 241, Statutes of 2003).

Typical duties of an incumbent in this position will include the following transactional and legal services: analyzes and drafts legislation; negotiates amendments; advocates positions on bills; testifies at committee hearings; initiates legislative proposals; drafts and adopts regulations and internal management guidelines; develops forms and releases; initiates other special projects to implement laws and programs; assists with legal opinions to address issues raised by the public and staff; provides recommendations to advise the Commissioner, Executive Staff, and other divisions; assists in drafting pleadings and appellate briefs; represents the Commissioner and the Department in a variety of forums including advisory committees, meetings with regulators, and other industry events; reviews a variety of applications filed by businesses; ensures compliance with financial privacy laws; resolves issues involving pending filings, and assists with hearings; provides legal assistance to address jurisdictional, licensing, examination, and compliance issues; drafts orders and documents needed to administer and enforce the laws; performs other special projects, as assigned; and provides assistance to the public, as appropriate.

DESIRABLE QUALIFICATIONS

- ◆ Excellent organizational, interpersonal, and communication skills.
- ◆ The ability to perform in a fast-paced, deadline-oriented work environment.
- ◆ The ability to successfully execute many complex tasks simultaneously.
- ◆ The ability to work as a team member, as well as independently.
- ◆ Background in business or government law.

WHO MAY APPLY – STATE EMPLOYEES WHO ARE CURRENTLY AT THE CORPORATIONS COUNSEL LEVEL, THOSE WITHIN TRANSFER RANGE OR INDIVIDUALS WITH LIST ELIGIBILITY AND ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS AT THE CORPORATIONS COUNSEL LEVEL ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Tim LeBas at (916) 322-3977 or CALNET 8-492-3977. Please send a completed application to the person and address provided below. (Please include your social security number for eligibility verification and indicate RPA#04-OLL under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporation
Human Resources Office
Attention: Kiley Hanchen (RPA#04-OLL)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 327-8914 or CALNET 8-467-8914

RPA#04-OLL ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.